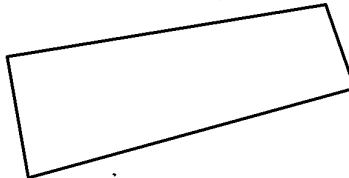


MEMORANDUM FOR: Chief, SRS

This is the memo I have sent
to the Personnel Officer in
each office having summer interns.

1A
21 AUG 1972



File

29 August 1972
(DATE)

File: Summer Interns

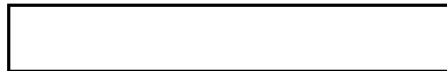
FORM NO. 101 REPLACES FORM 101
1 AUG 54 WHICH MAY BE USED.

(47)

29 August 1972

MEMORANDUM FOR: C/SRS

FROM :



SUBJECT : Area Studies Summer Intern Program for
1973

1. I believe all who were concerned with this year's Summer Intern Program were disappointed at the late EOD date for most interns. The interns lost money and did not have sufficient time to do their best work on their projects. Managers did not have enough time to work with the interns. The Director of Personnel felt that the program should have been conducted more expeditiously. And I learned that the only way to make the "system" work is to keep pushing on it.

2. All of which leads me to say that things are going to be different in 1973! I want all interns to be cleared and informed that there is a job waiting for them no later than 1 May. In order to do this, we must speed up the whole process. Rather than wait until November to ask the Summer Interns from this year if they are available and interested for next summer, I have already asked them. The following interns from your office desire to return next summer:

Please advise me whether you wish them to return.

3. I would also like to know by 15 September how many additional summer interns you want in 1973. Please list by division and show academic major, desired amount of graduate work and geographic specialization (Russia, China, Southeast Asia or the Middle East). In view of our high (30%) loss ratio because of security rejections this year, I suggest that you consider adding one requirement for every three or four you request. However, you must be able to provide a useful project and be prepared for the wrong mix of academic background

and geographic specialization in case either all of them are cleared or there is a shortage in a particular geographic area.

4. I will summarize the requirements and distribute them to the professional recruiters who will be here for a conference on 25 September. They will then visit universities in their area to distribute literature about the program and let appropriate placement officers and faculty know our requirements. We have moved up the deadline for the receipt of applications to 15 January. In order to have everyone cleared by 1 May, we must have applicants put in process no later than 15 February. This means that the decision making process cannot be dallied with. I frankly will be badgering you to get a decision on any file you keep for more than one week.

5. I know this sounds like bold and drastic action, but everyone is so enthusiastic about the summer interns once they get on board it seems to me that we have to speed things up to have a truly first class program. I would appreciate any comments you might have, and particularly any suggestions for improving the program.

Sincerely,

[Redacted Signature]

STAT

Coordinator for
Cooperative Programs